

**Delaware Women's Hall of Fame Committee Meeting
Office of Women's Advancement & Advocacy
State of Delaware, Department of Human Resources**

Cannon Building
861 Silver Lake Blvd
Dover, DE 19901
Friday, March 9, 2018
11:00 am to 12:30pm

Carvel State Office Building
820 N. French Street, 4th Floor
Wilmington, DE 19801
(Via Videoconferencing)

Attendees:

Patricia Bakerian
Nancy W. Cook
*D. Kay Keenan-Wilmington Videoconference
Jackie Griffith
Theresa Del Tufo
*Chairperson

DRAFT MINUTES

Call to Order & Welcome to Shaleah Sutton

The meeting was called to order by Kay Keenan at 11:00am. Kay Keenan thanked everyone for being there. She also welcomed Shaleah Sutton, one of the new staff members for the Office of Women's Advancement & Advocacy.

Approval of Minutes from 2/8/2018 meeting

Kay Keenan asked for a motion to approve last month's meeting minutes. A motion to approve was made by Pamela Bakerian, and was seconded by Theresa Del Tufo. All in Favor
None opposed.

Status of Online Application for Hall of Fame event

Kay Keenan discussed the new Hall of Fame nomination form, stating that she liked the new application, and she asked for feedback from the Committee. Nancy Cook was concerned that the paper application did not look like the application online. Melanie Ross Levin explained the difference between the application guide and the nomination form.

Kay Keenan asked to add a watermark which states, "This is not the application." She also had a concern that people would try to submit the application on page 4, so she wanted to add clarifying language regarding required information to that page, as well.

There were concerns about using google docs to host the application because it needed to be completed in one sitting, as there is no 'save' function. Kay Keenan requested that a note be added to inform applicants about that, and Pam Bakerian asked that it be in bold. Melanie Ross Levin indicated that she would look for other website hosting options so the application could be saved.

The group discussed the application process from the year before. It was agreed that the application that was created this year will be used, and if a nominator needs to have the application redone because of mistakes, the Office will allow applications to be resubmitted. Melanie Ross Levin told the committee there is someone to help in the Office of Women's Advancement and Advocacy that can help those who have disabilities. She added that the Office wanted the online application used as much as possible, and that the application contained mandatory questions (fields) that would need to be completed in order to submit the application.

Kay Keenan asked if there were any more questions or comments about the application. Jackie Griffith explained that the application last year was in an editable PDF. Kay Keenan said, the last question should be mandatory and they will be able to submit after that. The committee agreed to go live with the changes on the application.

Kay Keenan asked for a motion on the application going live with changes. There was still discussion among the group regarding the application, so Kay Keenan asked that modifications on the application guide be made and sent back to the committee for review. Melanie Ross Levin stated that she would work with DTI and send a revised application in a week, and would need the cooperation and feedback of the group within that week. The application deadline was changed from April 30th to May 15th, 2018.

Date and Venue Update

The committee has two dates held for the Hall of Fame Event, and will finalize which date once the last necessary availability have been received. Melanie Ross Levin provided a venue update and explained that she took tours of two viable locations for Dover options. She took a tour of Dover Downs and The Outlook at the Duncan Center. Two different dates were considered, September 27 and October 2, 2018. The dates have been submitted to the Governor's office for consideration, though deposits have been made.

The Committee discussed where the event should be hosted. Most members agreed to have the event at Dover Downs. Theresa Del Tufo stated that the commissioners in the past donated money to help offset the cost of the event. The Committee also discussed donating tickets to those who otherwise wouldn't attend. Melanie Ross Levin said that she would like to see a lower deposit price, and if they could provide the final count a week before the event. The Committee indicated their interest in issuing a notice about the event. Melanie Ross Levin also discussed creating a database of the past Hall of Fame Inductees.

Melanie Ross Levin informed the Committee that the Office of Women's Advancement & Advocacy had launched Twitter, Facebook and Instagram, and that we could advertise the event on those platforms. She added that she'll request that the Governor's Office, legislators and cabinet members advertise the event in their newsletters and on their social media accounts, as well. She asked that Committee members share the event with their organizational connections, and inform the office of that outreach. Melanie Ross Levin indicated that Shaleah Sutton could create different content for various organizations to on their website and social media platforms. The Committee brainstormed other ways to publicize the event. An idea for an interview/Q&A with former Hall of Fame inductees was discussed.

Melanie indicated that she would follow up with a sponsorship recommendation email request at a later date, and they could try to build off of a list of previous sponsors.

Next Meeting: April 6